Maestro Training-
General Overview

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maestro
Texas A&M University System

What is Maestro?

A newly developed system to support researchers & specialist and research administration across the Texas A&M University System

Program Objectives

- Provide researchers & specialist with timely and accurate information needed to manage their research & extension activities and to establish collaborations
- Publish up to date research key performance indicators for all TAMUS institutions and Board of Regents.
- Streamline research administration processes to minimize inefficiencies and improve turnaround time

Phase I
Research Portals

- Creates a Research Data Warehouse By combining FAMIS, B/P/P, Canopy, Epik
- Gives researchers & specialist easy access to all their projects & accounts and associated documents
- Administration and executives will be able to monitor and analyze proposal, award and research expenditure activity

Currently Available

Phase II
Pre-Award and Post-Award

- Pre-Award: Will allow for the creation, routing, verification, validation, and submission of proposals electronically.

Currently Available

- Post-Award: Will expedite award acceptance, minimize budget and cost sharing data entry, improve project compliance and simplify the project close-out process.

Currently Available

Phase III
Research Finance

- Will consists of systems such as research sponsor billing, receivable reconciliation, indirect cost calculation and distribution, payroll certification and internal/external reporting

Development Expected to start 2015.

Getting Started

- Maestro Website:
  - https://maestro.tamus.edu
- Account Request Form:
  - All Accounts are now set up Electronically
  - PIs automatically get an account once they are added to an account in Famis, a proposal, or contract.
  - Supervisor have log in access to approve an account

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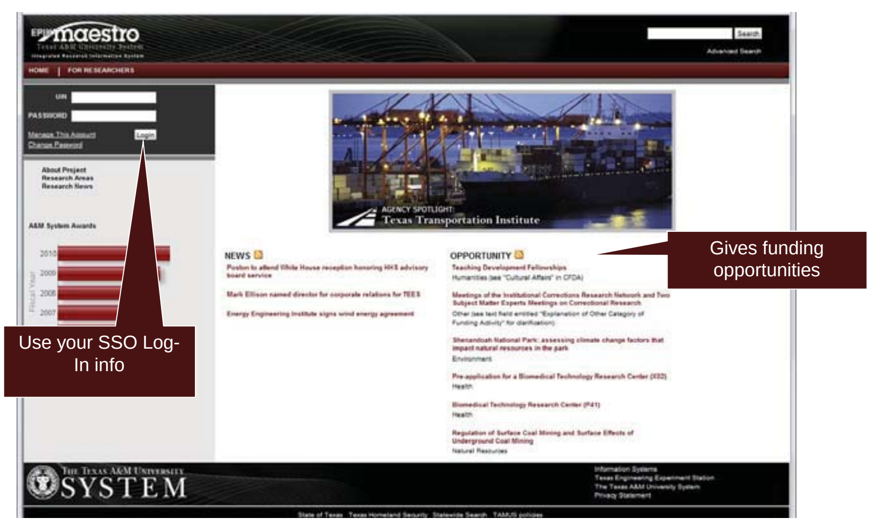
How does it work?



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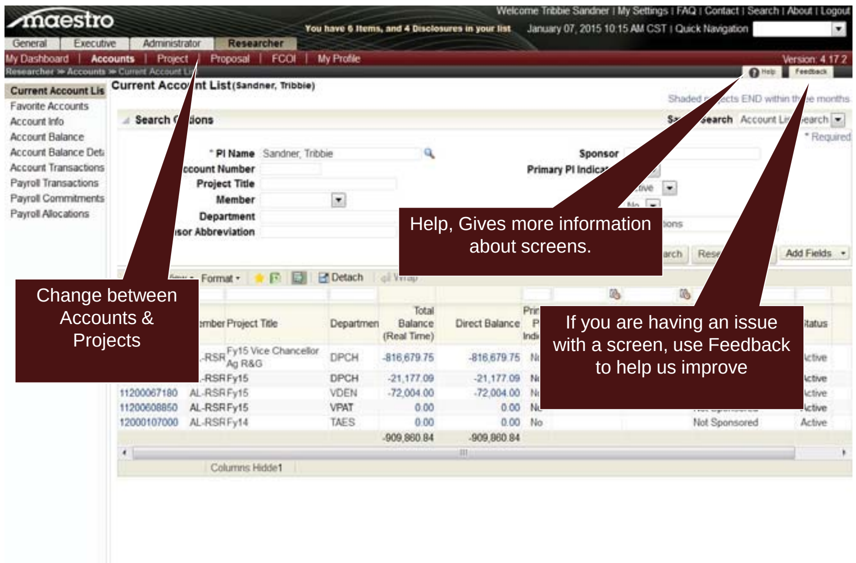
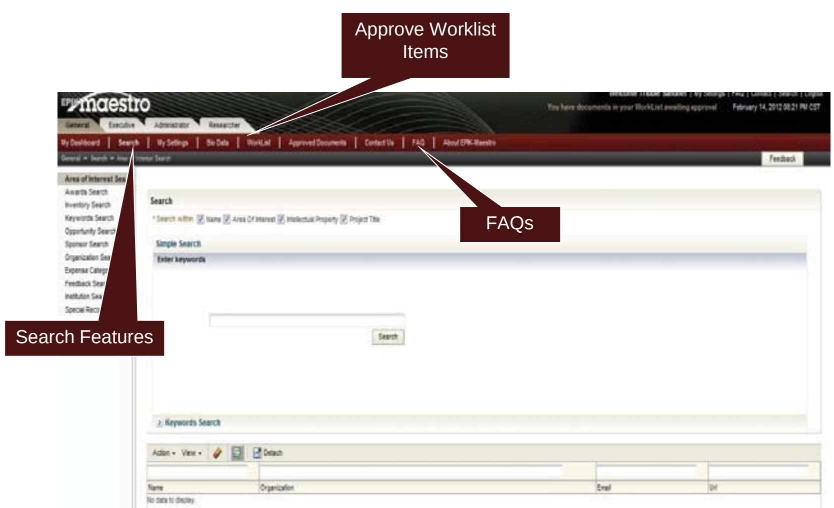
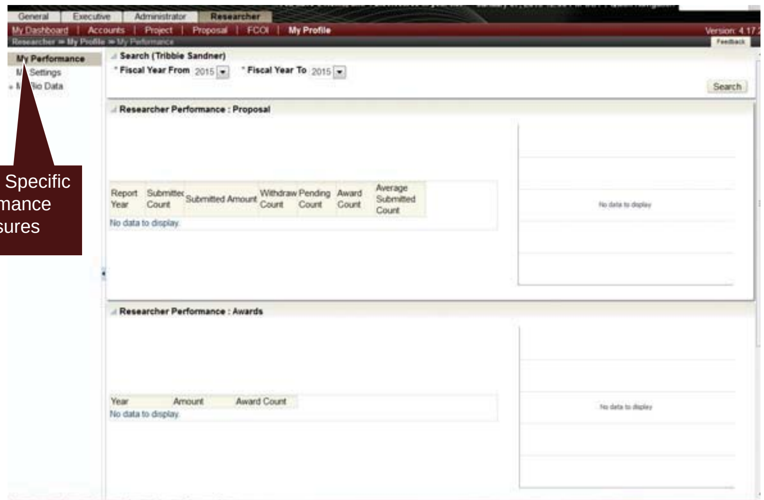

Change between Accounts & Projects
Help, Gives more information about screens.
If you are having an issue with a screen, use Feedback to help us improve

General Tab


Approve Worklist Items
FAQs
Search Features

Researcher Tab-

My Profile



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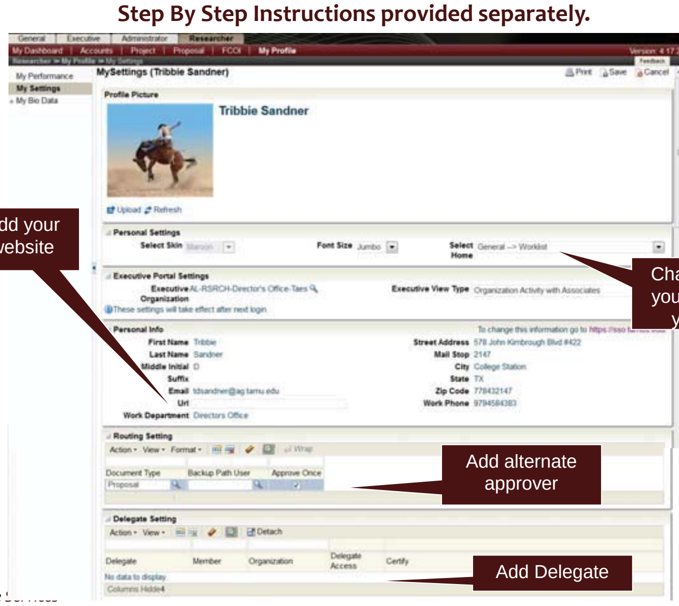
My Settings-

Step By Step Instructions provided separately.



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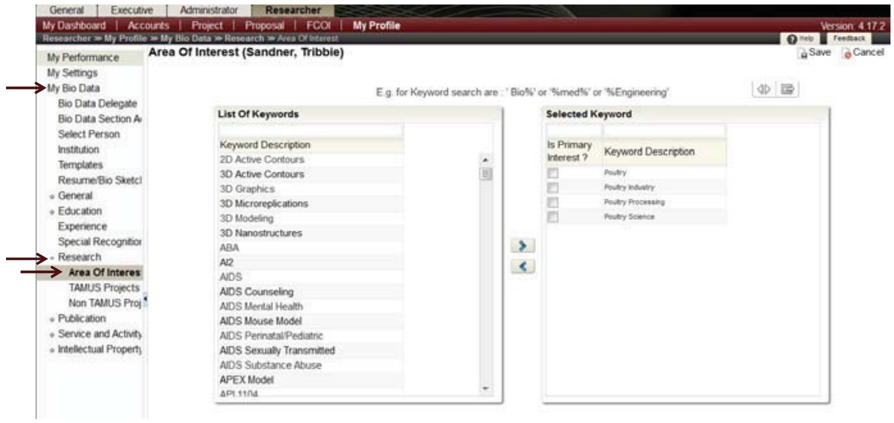
Researcher Tab-

Area of Interest



Add Keywords for Funding Opportunities and Keyword Searches

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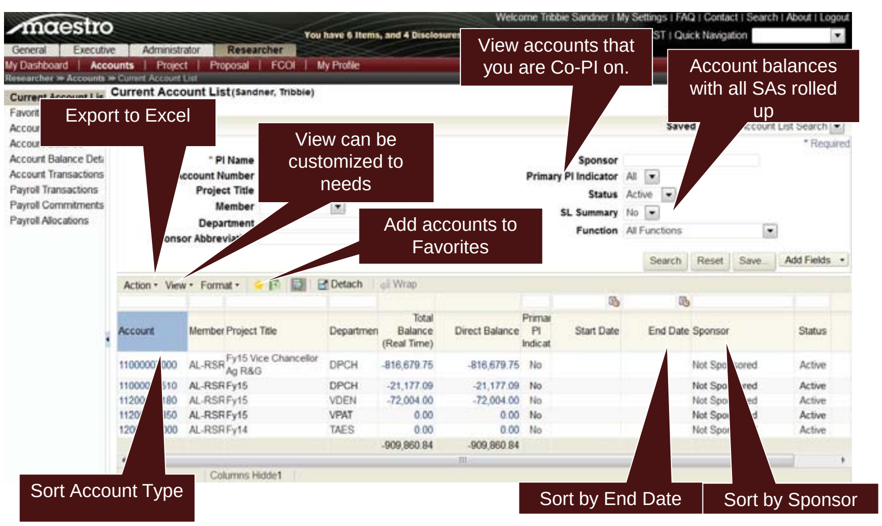
Researcher Tab-

Account Search



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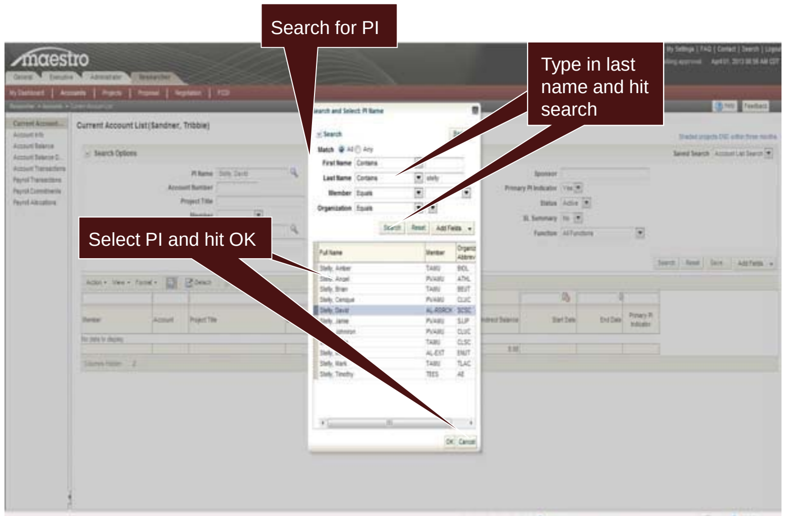
Searching for PI's accounts - step 1 of 2

(use to find someone else's account only)



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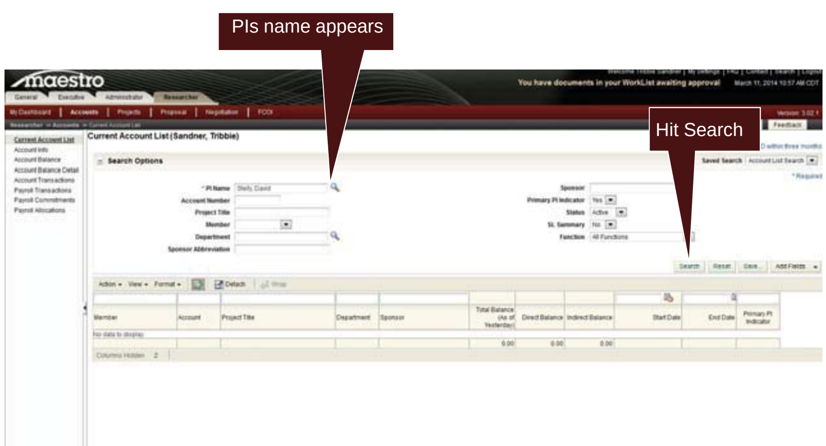
Step 1 of 2

Searching for PI's accounts- step 2 of 2.



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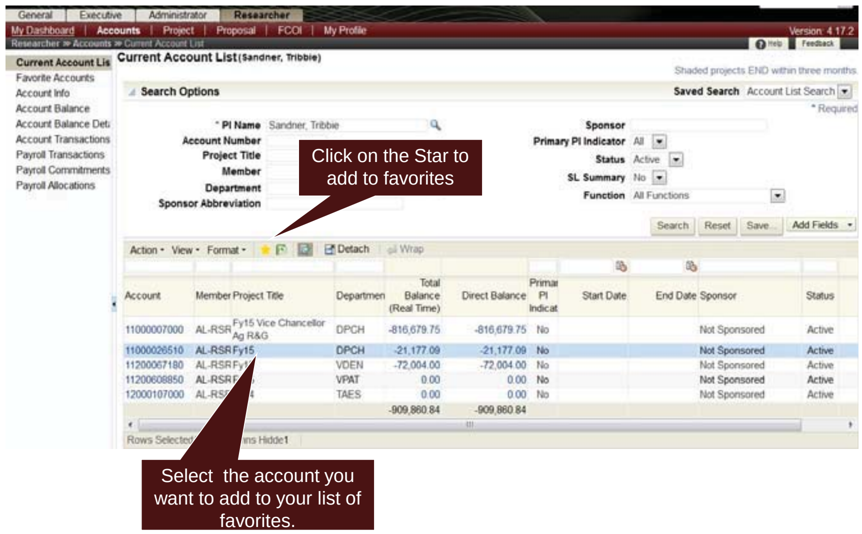
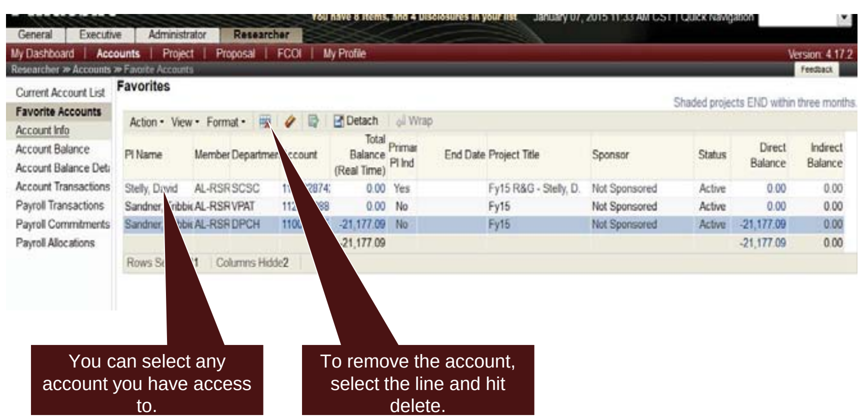
Step 2 of 2

Adding accounts to Favorites

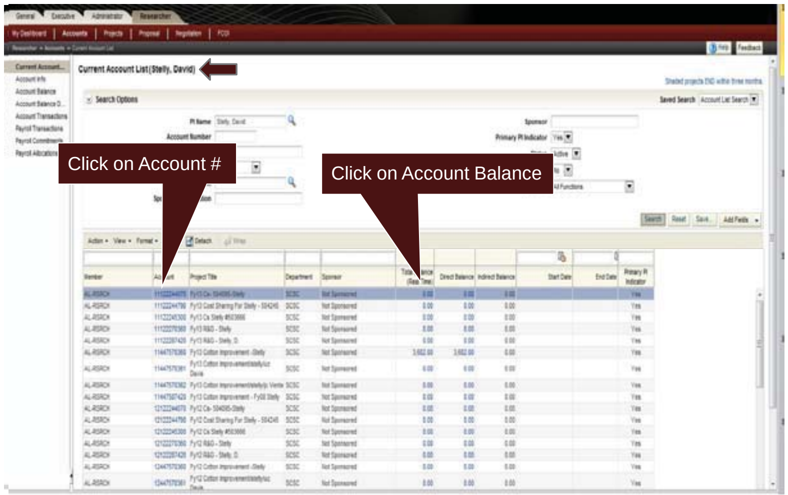


Favorite Account Screen

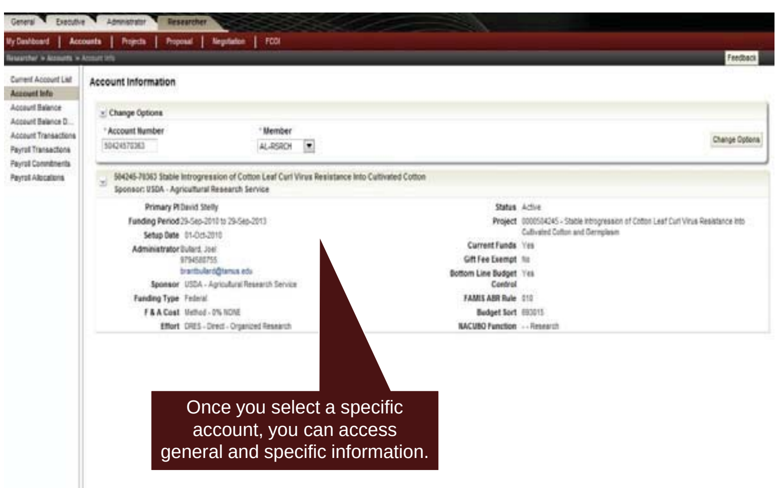


Ways to get to account information:

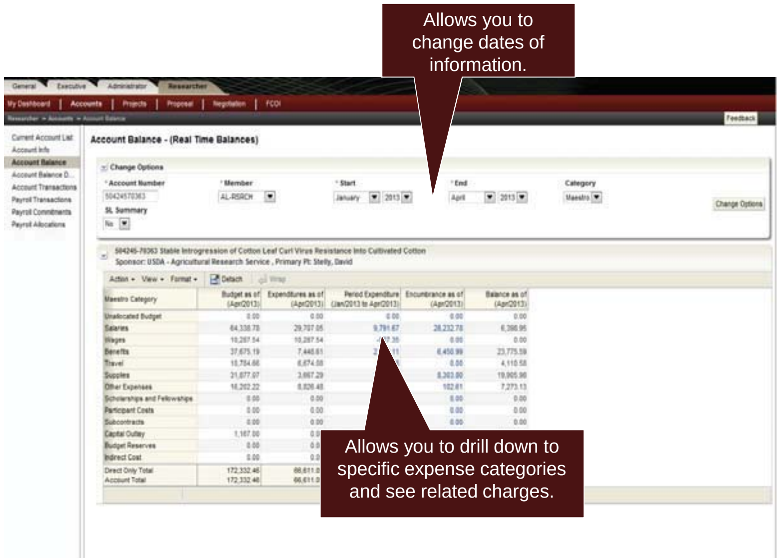
2 options: Account # or Account Balance



After you click on Account #.



After you click on Account Balance.



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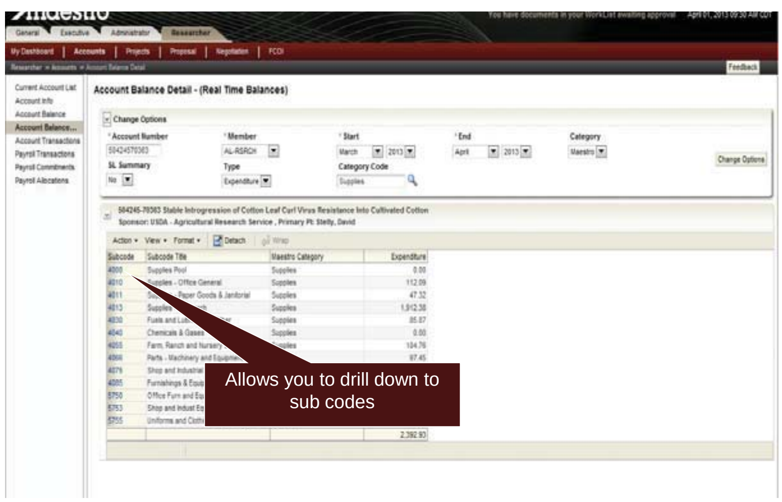
Note: Viewing Encumbrances is the same process.

Drilling down on transactions



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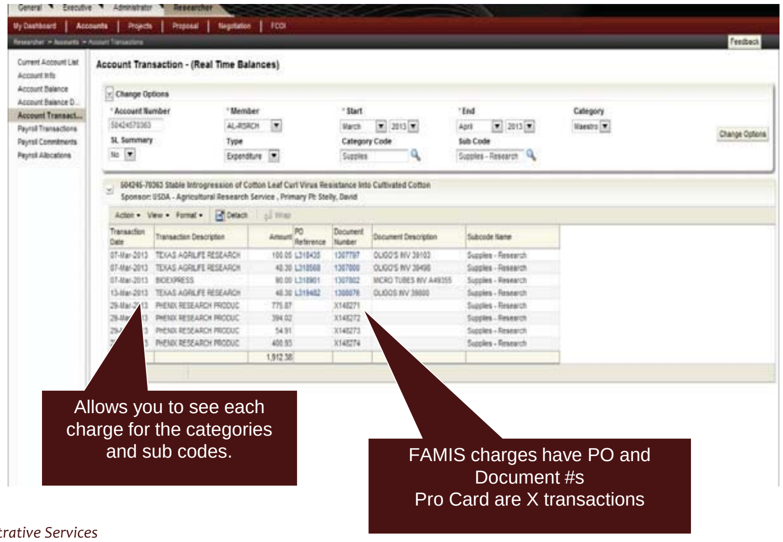
Drilling down on transactions con't.



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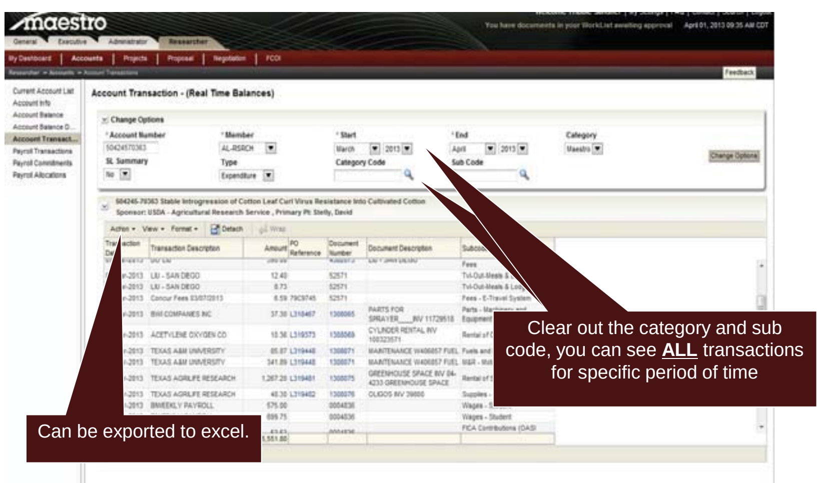
Drilling down on transactions con't.



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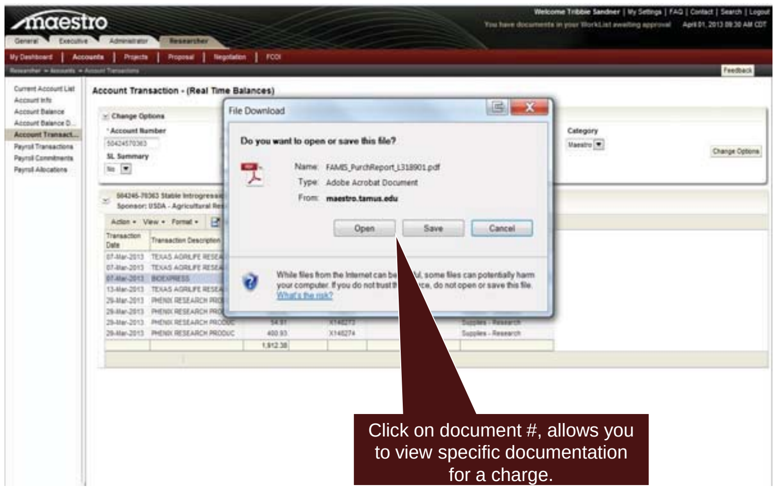
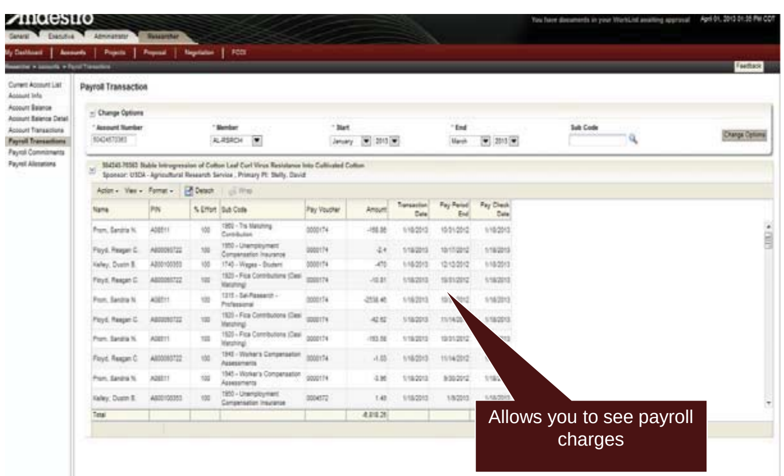
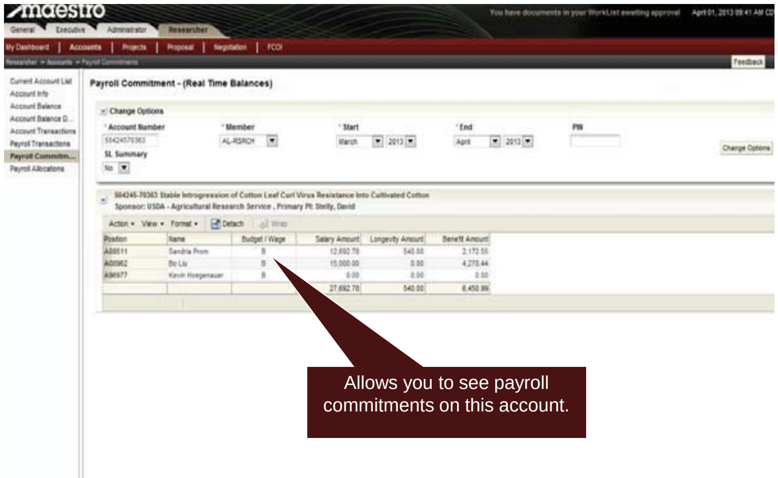
Viewing Famis entry for a specific transaction



Seeing Payroll transactions for the account.



Seeing Payroll encumbrances for the project for budgeted positions only.



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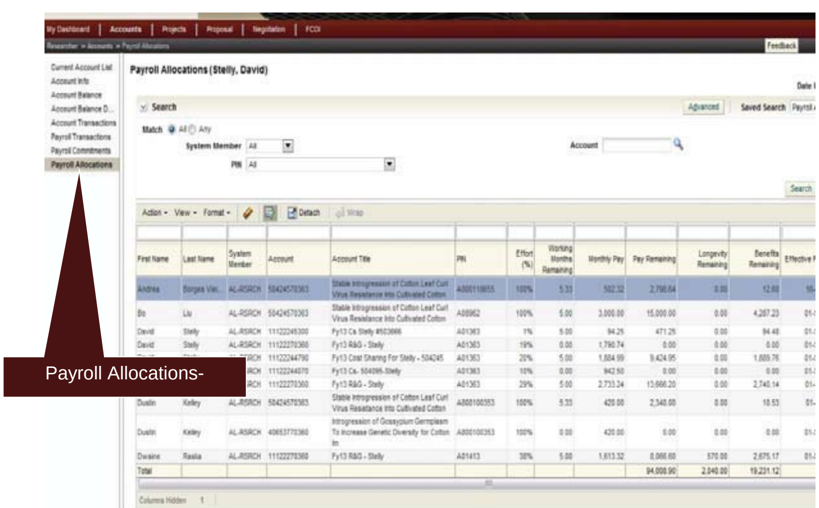
Seeing Payroll Allocations for all accounts



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